

**APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED
BETWEEN THE HOURS OF 8:30 AM - 2:00 PM, MONDAY - FRIDAY.**

ANNOUNCED POSITION:

Program Coordinator/Savannah Impact

PAY GRADE 22:

\$37,817 annually plus benefits

APPLICATIONS ACCEPTED UNTIL:

2:00 P.M., Wednesday, February 14, 2007

JOB DEFINITION/DUTIES:

The purpose of this job is to coordinate the planning and implementation of various programs for an assigned department. Duties include, but are not limited to: supervising staff; planning, organizing and administering specific programs; monitoring budgets; preparing reports; and performing additional tasks, as assigned. This is a classified position under the City's Civil Service Law and is exempt under the Fair Labor Standards Act.

QUALIFICATIONS:

Bachelor's Degree in Business/Public Administration, Urban Studies or Social Services plus two years work experience in program management; or an equivalent combination of education and experience. Excellent oral and written communications skills, ability to work independently, prepare and deliver presentations, compile, organize and analyze data, and strong computer skills required. A valid driver's license and private vehicle also required. Verification of education, certification and licenses will be required prior to employment. Background investigation, including supervised drug screen, and post-offer/pre-employment medical screen also required. **Work Location: 1700 Drayton Street Normal Work Schedule: Monday through Friday 8:00 A.M. to 5:00 P.M.**

ESSENTIAL JOB FUNCTIONS:

May supervise, direct and evaluate assigned staff; handle employee concerns and problems; direct work; counsel and discipline staff; complete employee performance appraisals. Coordinates the planning and implementation of various programs for an assigned department. Plans, organizes, and administers specific programs. Monitors budgets; tracks and accounts expenditures; reviews financial records; revises budgets, as needed; makes projections. Prepares and reviews reports; ensures compliance with local, state, and federal policies. Plans, organizes and coordinates the family intervention program. Collaborates with school social workers and guidance counselors in targeting at-risk youth who are experiencing school, family, and community problems. Assists in linking youth and their families with appropriate resources. Provides direct services to families in terms of problem solving, stress management, and coping skills development. Prepares and delivers presentations to community agencies and other groups or individuals as necessary. Prepares reports as needed for the program. Complete special projects as assigned.

ADDITIONAL JOB FUNCTIONS:

Performs other related duties as required.

WHERE TO APPLY:

Apply to the City of Savannah Human Resources Department, P.O. Box 1027, Savannah, GA 31402. **Applications must be received by the deadline.** If you are an applicant with a known disability as defined under the Americans with Disabilities Act and you will need an accommodation in the recruitment or selection process, you must request this accommodation no later than 48 hours prior to the need.

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